

COUNTY TREASURERS' 2013 CONFERENCE

Cashbook - Other Sources &
Miscellaneous Items
Presented by
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Auditor of State's Office

2013 COUNTY TREASURERS' CONFERENCE AUDITOR OF STATE PRESENTATION

Cashbook - Other Sources

Other Sources of the Cashbook, what are they?

They are items that are not Property Taxes, are not Funds Ledger and are not Investments.

They are the other types of collections received by the treasurer, for which the treasurer is not required to make settlement until a later date.

A few examples are:

- Excise Taxes Sewage Collections
- Demand Fees Tax Sale Cost
- Late Assessment Penalties on Special Assessments

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Cashbook - Other Sources

The items in Other Sources of the Cashbook covered today are ones that are apart of the June and December Settlements.

- Conservancy District Collections
- Demand Fees
- Non-sufficient Fund Check Fee collections
- Reconstructions Drains (Ditches)
- Excess Tax Collections
- Sewage Collections
- Late Assessment Penalty on Special Assessments
- Ineligible Homestead Credit
- Ineligible Homestead Credit Late Payment Penalty
- Tax Sale Cost

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Cashbook - Other Sources

- Settlement monies in the Other Sources Section of the Cashbook are moved to the Funds Ledger by quietus.
- At settlement the treasurer will certify in the Other Collections Section of the 49TC the amount of each type of collection to be transferred by quietus to the funds ledger.
 - The auditor will use the amounts from the Other Collections Section of the 49TC to enter the amounts on the Quietus Worksheet.
- With the exception of the Late Assessment Penalty on Special Assessments, the auditor will issue a quietus to transfer the monies from the Other Sources Section of the Cashbook to the Funds Ledger Section of the Cashbook.

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Cashbook - Other Sources

- Note: For every collection type in the Other Collections Section of the 49TC, there should be a corresponding collection type in the Other Sources Section of the Cashbook.
- Late Assessment Penalties on Special Assessments are distributed to the taxing units with the property tax settlement and are included on the property tax quietus.
- The Late Assessment Penalties on Special Assessments must first be moved to the Tax Collections Section of the Cashbook because the amount will be included in the Property Tax quietus.

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Cashbook - Other Sources

- Moving Late Assessment Penalties to the Tax Collection Section of the Cashbook.
 - In the Other Sources Section of the Cashbook enter the Late Assessment Penalty on Special Assessments included in settlement to the Day's Collection column of the cashbook as a negative amount.
 - In the Tax Collection Section of the Cashbook enter the Late Assessment Penalty on Special Assessments in the Day's Collection column as a positive amount.

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Cashbook - Other Sources

- The Late Assessment Penalty on Special Assessments can be entered as one total in the Tax Collection Section of the Cashbook. Or, the amount(s) can be entered to each individual taxing district (the individual district amounts are in Section 3 of the 49TC).
- After the Late Assessment Penalty on Special Assessments have been moved to the Tax Collection Section of the Cashbook, then the amount to transfer by quietus at the time of settlement should agree with the property tax quietus generated by the auditor.

2013 COUNTY TREASURERS' CONFERENCE AUDITOR OF STATE PRESENTATION

| Charges | Prior Collections Not Received by Quietus | Day's Collections | Transferred by Quietus at Time of Settlement | Balance Collections Forwarded |
|--|---|--|--|-------------------------------|
| Tax Collections | \$1,150,152.00 | \$1,556.00 | \$1,151,708.00 | \$0.00 |
| Other Sources | | | | |
| Demand Fees | \$792.00 | | \$792.00 | \$0.00 |
| Excess Tax Collection | \$0.00 | | \$0.00 | \$0.00 |
| Tax Sale Cost | \$285.00 | | \$285.00 | \$0.00 |
| Sewerage Collection | \$35,626.00 | | \$35,626.00 | \$0.00 |
| Late Assessment Penalty on Special Assessments | \$736.69 | \$736.69 | | \$0.00 |
| Ineligible Homestead Credit | \$5,316.30 | | \$5,316.30 | \$0.00 |
| Ineligible Homestead Credit Late Payment Penalty | \$819.37 | \$819.37 | | \$0.00 |
| Total Other Sources | \$43,575.37 | \$1,556.00 | \$42,019.37 | \$0.00 |
| Balance Previous Day | | Transferred from Accounts Above by Quietus | Today's Cash Received by Quietus | Balance Close of Day |
| Paids Ledger | | \$1,193,727.37 | \$0.00 | \$1,193,727.37 |
| Total Charges | | | | \$0.00 |

Miscellaneous Items

- Section 1 of the 49TC, Columns 1- 7 is to be completed by the treasurer.
 - Note: The taxing district names are automatically copied into Sections 2 and 3.
 - DO NOT delete or add any rows on any section of the 49TC
- Section 1, Other Collections of the 49TC are to be completed by the treasurer.
 - If more lines are needed in Other Collections, contact our office.
- Section 2 of the 49TC, if applicable, is completed by the auditor.
- Section 3 of the 49TC, is to be completed by the treasurer, if there are Late Payment Penalties on Special Assessments. The auditor uses Section 3 during the settlement calculation process. Late Assessment Penalties will also be listed in Section 1, Other Collections of the 49TC.
- At each June and December Settlement the 49TC is placed on the FTP Site. Copy the 49TC over to your network or "C" drive on your PC, complete your portion and forward to the auditor so they can enter the data in Section 1, Columns 8 – 13 and Section 2, if applicable.

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Miscellaneous Items

- Questions
- Contacts
 - Brenda Alyea, Settlement Specialist
 - balyea@auditor.in.gov
 - 317-232-3336
 - Janie Cope, Asst. Settlement Director
 - jcope@auditor.in.gov
 - 317-33-3008

2013 COUNTY TREASURERS' CONFERENCE AUDITOR OF STATE PRESENTATION

ILLUSTRATION OF LATE ASSESSMENT PENALTY ON SPECIAL ASSESSMENT & TREASURER'S CASHBOOK POSTINGS

49TC Other Collections

| | |
|--|-------------|
| Demand Fees | \$792.00 |
| Excess Tax Collection | \$0.00 |
| Tax Sale Cost | \$285.00 |
| Sewage Collection | \$35,626.01 |
| Late Assessment Penalty on Special Assessments | \$736.69 |
| Ineligible Homestead Credit | \$5,316.30 |
| Ineligible Homestead Credit Late Payment Penalty | \$819.37 |

Treasurer's Daily Balance of Cash and Depositories

| Charges | Prior Collections Not Received by Quietus | Day's Collections | Transferred by Quietus at Time of Settlement | Balance Collections Forwarded |
|--|--|--|--|-------------------------------------|
| Tax Collections | \$1,150,152.00 | \$1,556.06 | \$1,151,708.06 | \$0.00 |
| Other Sources | | | | |
| Demand Fees | \$792.00 | | \$792.00 | \$0.00 |
| Excess Tax Collection | \$0.00 | | \$0.00 | \$0.00 |
| Tax Sale Cost | \$285.00 | | \$285.00 | \$0.00 |
| Sewage Collection | \$35,626.01 | | \$35,626.01 | \$0.00 |
| Late Assessment Penalty on Special Assessments | \$736.69 | -\$736.69 | | \$0.00 |
| Ineligible Homestead Credit | \$5,316.30 | | \$5,316.30 | \$0.00 |
| Ineligible Homestead Credit Late Payment Penalty | \$819.37 | -\$819.37 | | \$0.00 |
| Total Other Sources | \$43,575.37 | -\$1,556.06 | \$42,019.31 | \$0.00 |
| Balance Previous Day | Transferred from Accounts Above by Quietus | Today's Cash Received by Quietus | Disbursed | Balance Close of Day |
| Funds Ledger | \$1,193,727.37 | \$0.00 | \$1,193,727.37 | \$0.00 |
| Total Charges | | | | \$0.00 |

| Credits | Deposits | Warrants Issued | Investments Purchased Other than from Balance Close of Day |
|----------------------|---|---|--|
| Cash in Depositories | Tax Collections, Other Sources and Funds Ledger | Investments Cashed - Other than from Funds Ledger | Investments Purchased Other than from Balance Close of Day |
| | Balance from Previous Day | Funds Ledger | Funds Ledger |
| | | \$ 1,193,727.37 | \$ 1,193,727.37 |
| Total Credits | | | \$ |

